

Section 15 – How to Check Notifications

Introduction

Notification is the means by which a CAF will contact you concerning any JPAS actions. For example, if there is a change to an employee's eligibility status or the CAF is responding back to an RRU, you will receive this via **Notifications**. You can only see notifications associated with your SMO.

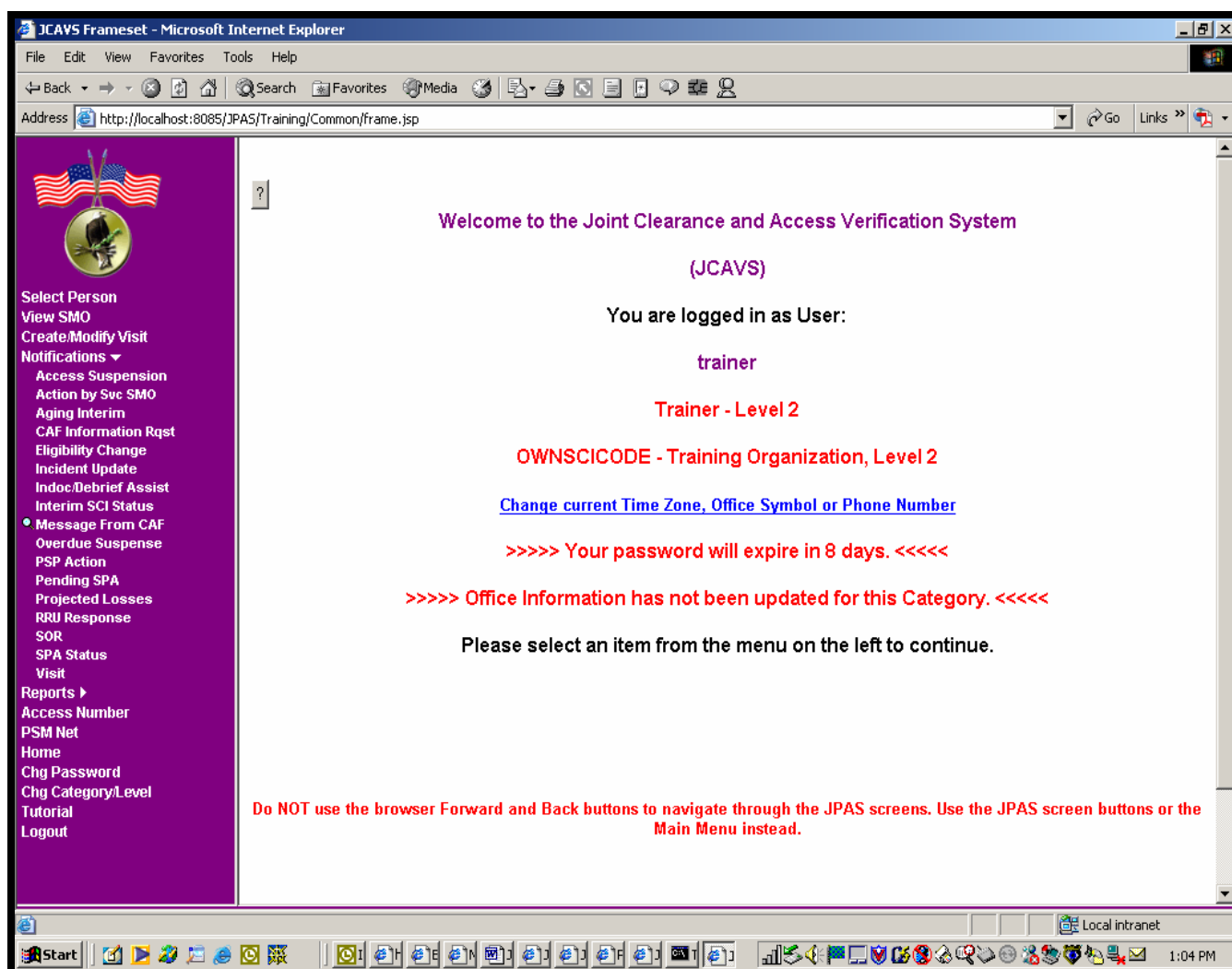
You should check the notification menu at least once a week, but daily would be better. All notifications will remain present for 30 days or you can indicate immediate removal by checking the **Remove from Display** box and **Confirm**.

You will know you have a notification if there is a "magnifying glass" immediately to the left of the Notifications list.

Instructions


1. Log in as a **User** for the SMO.
2. Click on **Notifications** (column on left).
3. The notification sub-menu will appear underneath the word **Notifications**.
4. If you have any notifications, you will see a magnifying glass immediately to the left of the sub-menu item (Figure 38).

Figure 38: Welcome screen showing notifications



- If you click on the **notification that has a magnifying glass**, it will open a screen showing you the notification for that particular sub-menu item. The screen in figure 39 shows notification of a message from the CAF regarding a Research/Recertify/Upgrade Eligibility Request.

Figure 39: CAF Response to Research/Recertify/Upgrade Eligibility Request Notification screen


CAF Response to Research/Recertify/Upgrade Eligibility Request Notification

SSN	Name	Request Type	CAF Response	Remove From Display
000-02-0754		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0753		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0749		Research Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0755		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0744		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0745		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0750		Research Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0756		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0757		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0746		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0741		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0748		Research Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0747		Research Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0742		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0743		Recertify Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0751		Research Eligibility	unclassified comment	<input type="checkbox"/>
000-02-0752		Upgrade Eligibility	unclassified comment	<input type="checkbox"/>

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

- The individual's SSN will be hyperlinked and if you click on the **SSN** it will take you to that individual's Person Summary screen.
- If you click the gray **Cancel** button it will take you back to the Main Menu.